

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Our Mission*  
*"Honoring California's Veterans"*

**Classification:** Clinical Dietitian (Salary: \$21.99-\$26.73 Per Hour)

**Tenure/Time Base:** Permanent Intermittent, 16-20 Hours Per Month Monday-Friday

**Location:** Veterans Home of California – Lancaster  
45211 30th Street West, Lancaster, CA 93536  
Temporary (Approx. 1 yr.) Offices Currently At:  
1420 West Avenue "I", Lancaster, CA 93534

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.** Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov)

## Duties and Responsibilities:

### Under the supervision of the Assistant Director of Dietetics-Clinical.

- Menu management: Monitors therapeutic diets for conformance to quality standards dietary prescription. Works closely with Dietary Administrative staff for holiday, special meals and season menu changes. Maintains the menus/diets in the Gerimenu system.
- Food Items Management: Ensures that each menu item listed is entered in the Gerimenu system, including portions and allergies without duplication of items. Organizes and maintains the food items in the Gerimenu system. Enters in calorie, protein and carbohydrate exchanges in the Gerimenu system for accurate calorie and carbohydrate counting.
- Enters the 4 week cycle menu for all therapeutic diets into the Nutritionist Pro system to obtain nutrient analysis required by the Veterans Administration.
- Assists in maintaining resident profiles: Makes appropriate changes to resident profiles when menu items and food items change. Makes informed decisions concerning urgent resident and/or menu issues. Identifies problems/concerns with resident profiles and communicates with appropriate personnel.
- Processes physicians' orders, dietician change notes and resident requests. Prints Nourishment Labels and Hospital Kitchen production. Interprets diet prescriptions for physician orders. Clarifies questionable diet orders with appropriate personnel. Provides support and contact for the enteral nutrition delivery staff. Fill out the certificate for medical necessity form and send to the physicians for signatures. Evaluates and documents quality assurance for enteral formula company.
- As assigned, conduct classes for Food Service Technicians. Participates in quality assurance activities as requested. Participates in the revision and development/changes in policies and procedures affecting the department and nutritional care of individuals. Attends and participates in continuing education seminars and professional practice meetings to maintain registration and for professional growth. Attend meetings as scheduled.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs	<b>Inquiries:</b>
Human Resources Division	Voice: (916) 653-2535
1227 "O" Street, Room 404	TDD: (916) 653-1966
Sacramento, CA 95814	
<b>Attn: Jacquie Ruiz, M80#81G-08/09</b>	

**Note:** In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#81G-08/09 on your application.

**Final Filing Date: Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.